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8 July 1960

MEMORANDUM FOR: Director of Personnel

SUBJECT : Status of QAB Project to Establish a System for
the Recording of Qualifications and Skills of
Agency Personnel

1. The Qualifications Analysis Branch of the Office of Personnel is developing a system for the recording of employee skills and experience in such a manner that accurate listings of individuals with specific skills may be retrieved expeditiously for the purpose of planning assignments, reassignments, mobilization, etc. The system will permit the recording of the following:

- a. Major field of specialization.
- b. Significant sub-categories within the fields.
- c. Level of knowledge or skill acquired.
- d. Source of knowledge and/or skill and how acquired.
(See attachments 1, 2, and 3)

2. The entire system which has been developed has also been coordinated with the members of the Management Staff concerned with the installation of the RCA 501. All of the information obtained through this system will be fed into the computer when program priority allows.

3. The system encompasses knowledge, skills, and education obtained prior to Agency employment as well as significant operational experience and other types of training and experience since entrance on duty.

4. It is anticipated that the first rough draft of the coding manual outlining the system will be completed by 1 August. Approximately 200 major fields and 2,000 sub-categories within these fields have been identified. The system provides for the cataloguing of 624 major fields and 61,776 sub-categories.

5. When the draft is completed, it will be forwarded to the various consumer components for such correction, addition, or deletion as deemed necessary.

6. When final agreement has been reached concerning the contents of the manual, a simple check list type of form will be prepared and distributed to the employees concerned for completion. The forms will then be returned to QAB via their Career Service where they will be reviewed for accuracy and completeness.

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Chief, Personnel Operations
Division

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